

## ARLINGTON CULTURAL COUNCIL MEETING AGENDA

**Monday, November 14, 2016**

Arlington Town Hall Annex, 1<sup>st</sup> Floor Conference Room, 7:30-9pm

### I. ATTENDANCE (members)

Name	Status
Taylor, Lisbet	
Timperi, Jeff	
Marroig, Gabrielle Marois	
Boudreau, Jeff	
Bühler-Probst, Brigitte	
Richmond, Lauren	
Harris, David	
Kepka, Asia	
<b>II. Introduction of Guest(s)</b>	

### III. APPROVAL OF OCTOBER MINUTES – Lisbet

### IV. OFFICER REPORTS

1. Chair – Lisbet
2. Treasurer – Jeff T.
3. Corresponding Secretary – Gaby/Lisbet
4. Recording Secretary (vacant)
5. Publicity (vacant) Wordpress redesign – Lauren; FaceBook – Lisbet
6. Grantee Liaisons – Lisbet/Jeff T.

Grant # Grantee Title	\$ Liaison	Event Date(s)	Event / Performance Status
2016-01 Opal Ens. Of the Shimmering Winter Air	750 Lubar	Feb 19	COMPLETE.
2016-02 Dan Fox Arlington All-Town Brass Band	750 Timperi	Sep 16	Complete?
2016-03 Belmont World Family Film Festival	750 Blum	Jan 16-18	COMPLETE.
2016-04 Arl. Public Art: <b>East Arlington Public Art Initiative</b>	1000 Taylor	Installations start 9/29	"East Arlington Public Art Initiative has begun!" <a href="http://arlingtonpublicart.blogspot.com/2015/09/east-arlingtonpublic-art-initiative-has.html">http://arlingtonpublicart.blogspot.com/2015/09/east-arlingtonpublic-art-initiative-has.html</a>
2016-05 Stefanie Weber- Robin O'Herin: <b>Tap and Blues</b>	500 Jeff B.	(Aug 13)new date TBD	Per August minutes, postponed due to illness, <b>reschedule</b> date TBD.
[[2016-06 Yogi Shridhare	500 n/a	n/a	Declined]]

<i>From India to Walden Pond</i>			
2016-07 <a href="#"><u>Accelerated Cure Project for Multiple Sclerosis</u></a> <b>Music to Cure MS</b>	500 Timperi	Oct 30	Lisbet attended
2016-08 Raul Nieves/Dance Caliente: <b>Dancing Through the Decades</b>	750 Bühler-Probst	Jul 14	Complete?
2016-10 Robbins Library <b>Arlington Authors' Salon</b>	1500 <del>Nileu</del> Brigitte	January, April, July & October 6	4 events: COMPLETE.
2016-11 ACA <b>LGBTQ Youth Arts &amp; Mural Project</b>	1500 Lauren	?	COMPLETE.
<b>2016-12 Arl. Historl. Soc. Connecting Threads Exhibitn</b>	1375 Taylor	June	<b>Complete?</b>
2016-18 Dallin Museum <b>New Printed Interpretive</b>	600 Lauren	June 30	Asked for extension. LT said new proposal not eligible until old completed.
2016-19 S. Rogovan/Creek River Stringband: Perfs. at <b>OSM and Dallin Museum</b>	300 Timperi	Jul & Sep	COMPLETE. (Third Year)
2016-20 P. Powell <b>Memoir Writing/Reading</b>	600 Sheri	June	COMPLETE.
2016-21 Old Schwamb Mill <b>Spring Open House, Music by the Undertones</b>	375 Boudreau	April 2	COMPLETE.
2016-22 Powers Music School <b>Musical Storytelling Program</b>	250 Taylor	April 2	COMPLETE.
2016-24 The Marble Collection <b>Teen Publication</b>	200 Blum	January through May	COMPLETE.

## V. NEW BUSINESS

1. 2017 Grant Application DELIBERATION MEETING(S) – December 12, 6-10pm,  
TH Annex, 1<sup>st</sup> Floor Conference Room  
Backup date (should deliberations not be completed on 12/12): Sun., Dec. 18, 1;30-5:30p  
SHARP!, Jefferson Cutter House Gallery -- Lisbet
2. Discuss procedures (reinstate point system?) for efficiently voting on proposals. **Jeff T.**
3. Amend ACC guidelines Article III, Sections B to add new subsection 5 and duties of the  
Publicity Officer position: **Lisbet**  
**The Publicity Officer shall be responsible for:**

- a. Uniform branding of all ACC materials, including for publicity and communications;
  - b. Writing and disseminating press releases, announcements and grantee dates of events with links to their websites;
  - c. Facebook and Wordpress account maintenance and timely postings;
  - d. Establishing, maintaining and posting to an ACC Mailchimp account to be used for all largescale mailings;
  - e. Maintaining publicity photos and materials of all grantees; and
  - f. Establishing and maintaining an historical record of all grants made, to whom, when and for how much.
  - g. Publish quarterly/monthly newsletter?
- This position shall be voted upon by members of the Arlington Cultural Council.

5. Discussion and vote re deferring the nomination of a Co-Chair until January 2017 meeting.
6. Discussion and election of members for vacant positions of Recording Secretary; Publicity Officer.

Vacant positions:

- [a. **Co-Chair** caused by resignation of Merli Guerra, effective Sep. 24, 2016]
- b. **Recording Secretary** caused by resignation of Suzi Lubar, effective Sep. 24, 2016
- c. **Publicity Officer** created by adoption of ACC Guidelines

7. MCC Account Information Report due to MCC October 15 – Jeff T.
8. Possibility of ACC-originated project for 2017 grant cycle – Lisbet  
Proposals must be presented during ACC’s voting meeting and evaluated alongside other grant applications (per MCC instuctions) -- Lisbet **Conflict with current applications?**
9. Review, discussion and vote on adoption of 4 new responsibilities for Recording Secretary (RS) to:
  - a. Gather written reports by Officers, Liaisons and any Special Committee Chairs to be submitted to RS 5-6 business days prior to regular meetings;
  - b. Forward reports to Council members with draft agenda 3-4 business days prior to regular meeting.
  - c. Then send all to Co-Chairs to finalize Agenda
    - That then is required to be sent to ACC members, 1-2 days prior to Board meeting
    - And submitted to Fran Reidy for posting on the Arlington Town website.
  - d. Have Recording Secretary insure that all new and re-appointed members have:
    - Been sworn in by Town Clerk
    - Completed basic MCC training
    - Complied with all trainings required by Town of Arlington Board of Selectmen.
  - e. Discuss internal record keeping; audit procedures to insure all new and re-appointed members have fulfilled their obligations.

[10. DropBox file structure reorganization, defer to 2017.]

[[Report on Conversation with Patsy Kraemer, food in the Lyons Hearing Room at the annual grantee recognition reception. – Defer to 2017.]]

10. Event Alerts -- Lisbet

**OLD BUSINESS**

11. Adoption of a free mail service such as **MailChimp** -- to be done by Publicity Officer

12. Adoption of a free reservation service such as **Eventbrite** for annual grantee reception – [new Publicity Officer]

13. Discuss possibility of producing and publishing monthly newsletter – new Publicity Officer (prerequisite: adopting a mail service)

14. Recruitment

**EXECUTIVE SESSION**

15. Letter of interest/Resume to become an ACC member, from Kimberly Harding  
Discussion & vote for recommendation to Arlington Board of Selectmen of Kimberly Harding's application

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